



**Educate.**  
*Inspire.*  
**EMPOWER!**

GREGORY-PORTLAND  
INDEPENDENT SCHOOL  
OPERATIONS AND  
STUDENT SERVICES  
STAFF HANDBOOK  
2022-2023

# GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT OPERATIONS AND STUDENT SERVICES HANDBOOK 2022-2023

## Table of Contents:

- |                                       |   |
|---------------------------------------|---|
| 1. EMPLOYMENT STATUS                  | 17. DRESS CODE                                    |
| 2. PAY PERIOD and DIRECT DEPOSIT      | 18. PURCHASES                                     |
| 3. VACATION                           | 19. WORK RELATED INJURY                           |
| 4. HOLIDAYS                           | 20. SAFETY  |
| 5. PERSONAL LEAVE                     | 21. VISITORS                                      |
| 6. ABSENCES                           | 22. INTERNET USE                                  |
| 7. EXCESSIVE ABSENTEEISM              | 23. TELEPHONE USE                                 |
| 8. WORK HOURS                         | 24. TOBACCO USE                                   |
| 9. BREAKS                             | 25. FOUL LANGUAGE<br>UNPROFESSIONAL COMMUNICATION |
| 10. CLOCKING IN and OUT<br>PROCEDURES | 26. STUDENT and STAFF CONTACT                     |
| 11. LEAVING WORK<br>EARLY             | 27. EMPLOYEE RELATIONSHIPS                        |
| 12. NO CALL-NO SHOW                   | 28. SEXUAL HARASSMENT                             |
| 13. EVALUATIONS                       | 29. WEATHER DAYS / SCHOOL<br>CLOSURE              |
| 14. DISCIPLINE PROCESS                | 30. RULES of CONDUCT                              |
| 15. MEMORANDUMS                       | 31. SEPARATION of EMPLOYMENT                      |
| 16. EMPLOYEE IDENTIFICATION           | APPENDIX "A"                                      |

# **GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT OPERATIONS AND STUDENT SERVICES HANDBOOK 2022-2023**

This Handbook and Dept. addendum's address processes and procedures specific to the Operations and Departments falling under the Supervision of the Executive Director of Safety and Student Services. Information regarding general employee rules, requirements and benefits are found in the G-PISD Employee Handbook as well as G-PISD Board Policies.

# GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT OPERATIONS AND STUDENT SERVICES HANDBOOK 2022-2023

## 1. EMPLOYMENT STATUS

The State of Texas is an “**at-will**” state, what this means is that your employment status with the District may be terminated without notice. The District is an entity of the State Government body and reserves the right to use this law at any time as they see fit.

## 2. PAY PERIOD & DIRECT DEPOSIT

There are twenty-four (24) pay periods per year. For non-exempt employees’ paychecks are on the 5th and 20th of every month. If the date falls on a Saturday, Sunday, or a designated school holiday, the scheduled pay day will be adjusted accordingly.

- If an employee should find a discrepancy in his/her paycheck, the employee is directed to contact their immediate supervisor or department administrator for resolution if possible. If unable to assist the employee, the administrator and/or secretary will schedule an appointment with Payroll to dispute their check shortage or overage.
- **Employees shall not visit Payroll Office without an appointment or instructions of their Supervisor and/or Secretary.**
- An employee may access their pay stubs on line via computer. A computer designated for employee use only in your assigned area is provided for access and printing of pay stub.

## 3. Non-Duty Days (Vacation)

Employees assigned a 260 workday status will be eligible for paid vacation on the following timeline:

- Upon completion of the employee’s first year, the employee will earn five (5) paid non-duty days of leave. On the employee’s second year anniversary, and employee will earn and additional five (5) paid non-duty days.
- Upon completion of the second (2nd) year the employee will receive these days on September 1st of each year thereafter. All non-duty days must be used by July 31st (non-duty days requested for the month of August will *not* be authorized), non-duty days not used prior to July 31st will be lost (non- duty days are the only days that do not carry over to the following year). Request for time off is required to be submitted at least two (2) weeks prior to the day requested. Please see G-PISD Employee Handbook or G-PISD Board Policy for more information.

## 4. HOLIDAYS

Paid holidays are included in the annual G-PISD Work Schedule for 260-day employees.

## 5. PERSONAL LEAVE

Employees receive five (5) local and five (5) state days on September 1<sup>st</sup> of each year.

- As per policy DEC (LEGAL) and DEC (LOCAL) taking a personal day requires at least a three (3) day notice. Please see G-PISD Employee Handbook or G-PISD Board Policy DEC (LOCAL) for more information. In the event that Personal leave is exhausted, accumulated vacation pay shall be exhausted before pay is docked.

## 6. ABSENCES

An employee who cannot be present to cover his/ her scheduled shift are required to report their

# GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT OPERATIONS AND STUDENT SERVICES HANDBOOK 2022-2023

absence via telephone and/or by text to their Supervisor a minimum of one (1) hour prior to their scheduled time to report to work.

- An employee is required to report his/her own absence. In the event of an emergency or extreme circumstance (Director's discretion), a family member or the nearest relative/acquaintance may contact the employee's immediate supervisor to report the absence.
- Absences *without prior approval* in excess of five (5) days requires a medical certification to return to work. *See Employee Handbook for details.*
- If a questionable pattern of absences occurs, an employee may be asked to provide a medical certification or other appropriate documentation.

## 7. EXCESSIVE ABSENCES

When all accumulated leave days have been exhausted - the next occurrence will result in the employees' pay being docked and disciplinary action as described in Section 13 of this Handbook.

- Each day missed counts as one "occurrence" for the purpose of the disciplinary process.
- These procedures do not apply if the employee is on a District approved leave of absence (*i.e.*, Extended Sick Leave, Family Medical Leave or Military Leave).

## 8. WORK HOURS

Work hours are set by each Department Director and staggered to provide the district with the maximum coverage possible to meet G-PISD needs. Shifts are subject to change based on the district needs, including extracurricular facility use.

For 260-day employees, the standard school holiday schedule is 6AM-2:30PM.

- If a 4-day workweek is adopted for an extended period of school closure (summer, spring break, etc.), the default schedule will be 6AM-4:30PM, Monday thru Thursday.
- An employee may request an altered working schedule in order to complete their workweek.
  - This request will be limited to three (3) days per year and is subject to the Director's discretion for approval.
  - A written request must be submitted five (5) days prior to the altered schedule explaining the reason for the altered schedule and may require proof of change for schedule. The employee should be prepared to discuss the details of the request and participate in resolving any issues.

## 9. BREAKS

G-PISD allows and encourages fifteen (15) minute paid rest breaks during work hours based on the below guidelines. This is not a legal requirement, but a G-PISD practice and courtesy. There may be occasions when work requirements do not allow a break on a given day(s).

**Paid rest breaks will follow the below guidelines on standard workdays:**

- Employees are allowed two scheduled breaks per eight-hour shift, when the work schedule allows. Within appropriate roles, as determined by supervisor, these breaks will be taken at standardized times based on shift and work requirements.
- Shifts other than 8 hours will receive one (1) paid rest break per four (4) hours worked.
- Employees may not leave G-PISD property during paid rest breaks.
- Rest breaks may not be combined with lunch breaks.
- Rest breaks must not interfere with or prevent an employee from completing assigned tasks.

## 10. CLOCKING IN AND OUT

**It is the responsibility of each employee to make sure his/her time is entered for pay.**

Employees are required to "clock-in/out" within three (3) minutes of their scheduled start time.

- An employee shall not clock in early/late in order to balance prior/future time clock

# GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT OPERATIONS AND STUDENT SERVICES HANDBOOK 2022-2023

discrepancies, without explicit supervisor approval.

- Repeated clock discrepancies result in the employee not being on duty during their scheduled time and is subject to disciplinary action as described in this Handbook.
- If an employee has worked beyond their assigned shift without authorization, it will result in unauthorized overtime and is subject to disciplinary action, unless otherwise approved by their immediate supervisor and/or director.
- Full-time employees are allotted 30-minute lunch. It is the responsibility of each employee to ensure that he/she clocks out and returns to work within that thirty-minute period.
- Employees clocking in or out for another employee will be subject to immediate termination.

## 11. LEAVING WORK EARLY

If an employee needs to leave work due to an emergency, they must receive authorization from their Immediate Supervisor or Director prior to leaving.

## 12. NO CALL NO SHOW

An employee who fails to report by acceptable communication means (phone or text), no later than the start time of their shift and does not show up to work, the incident will be deemed a “No Call No Show.”

- This is subject to immediate disciplinary action.
- If after 3 consecutive days no effort has been made to notify his/her immediate supervisor of cause as to why they have not reported for their scheduled work shift, the employee maybe considered to have chosen to voluntarily terminate their employee/employer relationship with the district and deemed as job abandonment.

## 13. EVALUATIONS

Annual performance evaluation for each employee are required.

- The immediate supervisor or director of the department will complete these evaluations. In some cases, it may be appropriate for multiple supervisors to contribute information to aspects of an employee evaluation under their purview.
- An in-person review of the evaluation will be conducted with the employee present to discuss their areas of strength and needed improvement.
- A copy of the employee’s evaluation will be maintained in their HR personnel file.

## 14. DISCIPLINARY ACTION PROCESS

Disciplinary actions and conferences become necessary when an employee violates District policies and rules outlined in the G-PISD Operations and Student Services Handbook, G-PISD Employee Handbook, G-PISD Board Policy, Departmental policies or administrative directives. When a violation occurs, an employee can expect the following:

*Note: This process is at the discretion of the Director and may be altered due to circumstances and/or the severity of the violation. Some procedural infractions may require retraining in place of or in addition to the disciplinary action process.*

**First Incident** - A verbal conference will take place and immediately followed with a Summary of Conference letter. This letter will consist of:

- Incident description and/or policy violation. (date/time/location/witnesses)
- What was discussed and cause
- Policy that addresses incident or violation
- Expectation while on duty

# GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT OPERATIONS AND STUDENT SERVICES HANDBOOK 2022-2023

- Possible disciplinary action

**Second Incident-** A written reprimand will accompany a conference. This document may be provided at the conference or as a follow-up and will consist of:

- Incident or violation
- Reference previous meeting as spelled out in verbal meeting
- Emphasize Expectations
- Invoke disciplinary action with warning of further violation consequences

**Third Incident** - Recommendation for Termination

- Continued disregard of Management directives and or District Policy

## **15. MEMORANDUMS**

Any general information pertinent to district employees and initiated by Central Office or appropriate leadership will be emailed directly to employees along with a paper copy of the notice on the bulletin boards at each campus office. ALL EMPLOYEES SHALL CHECK EMAIL ON A REGULAR BASIS REGARDLESS OF JOB DESCRIPTION.

## **16. EMPLOYEE IDENTIFICATION**

Employee identification provided by the District must be worn in plain sight at all times while on or in District property (this includes district vehicles).

## **17. DRESS CODE AND PERSONAL HYGIENE**

See department-specific dress and hygiene requirements. General Standards in G-PISD Employee Handbook apply.

# GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT OPERATIONS AND STUDENT SERVICES HANDBOOK 2022-2023

## 18. PURCHASES

All purchases are made thru the purchase order system. An employee needing supplies, parts or service will request a quote from a selected vendor or contractor preferably one from the many State of Texas COOP's, BuyBoard, or Region @ Goodbuy program. The Supervisor and/or Director will review the order or request for service. A requisition for purchase is submitted for a purchase order number assignment issued by the districts business office.

## 19. WORK RELATED INJURY

All work related injuries will be reported regardless of how minor. In an emergency, call 9-1-1.

- An employee sustaining an injury while on duty must report his/her injury immediately to their immediate supervisor.
- If the supervisor is not available, then the employee will follow the chain of command protocol for reporting their injury.
- G-PISD Payroll Dept. must be notified immediately in order to initiate appropriate care/documentation at EXT 1087.

## 20. SAFETY

Safety is a broad topic with a variety of aspects dependent upon individual assignments. Please see department documents/requirements for job-specific training needs.

The below standards apply to all employees regardless of position:

- Promptly report any immediate safety hazards to appropriate supervisor or Safety and Security Dept. at EXT. 1411. Non-immediate hazard should be reported based on their nature.
- All Staff are required to participate in Civilian Response to Active Shooter (CRASE) training provided by G-PISD SRO's or appropriate trainer.
- All staff are required to participate in drills and receive training in Standard Response Protocol for responses including Lockdown, Shelter, Evacuation, Secure, and Hold.
- All Staff have access to Raptor EM Alert Safety app. It is highly encouraged that you download onto your smartphone.
- Be aware of the safety requirements of any area you work in.
- Ensure ALL required doors are secured.
- Wear G-PISD-provided ID while on District property or in District vehicle
- Cautiously approach and direct unidentified visitors to check in at front office of facilities.
- Follow G-PISD Fire Safety Guidelines for your assigned workspace.
- Complete all Human Resources-assigned trainings provided thru the Eduhero online platform.
- Report all accidents and injuries promptly to Supervisor.

## 21. VISITORS

Unnecessary visitors are not allowed on duty due to safety requirements. Necessary visits require supervisor approval and are highly limited.



# GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT OPERATIONS AND STUDENT SERVICES HANDBOOK 2022-2023

## 22. EMPLOYEE INTERNET AGREEMENT

Use of computers and the Internet provide access to information of educational relevance and value to G-PISD employees. Employees who are authorized to have access to the Internet must adhere to the District's acceptable use guidelines, including the following:

- Users shall not use District computers to gain access to information which promotes illegal or immoral activity or which is indecent or obscene.
- Users shall not use the District computers to transmit vulgar or sexually explicit language or to annoy, harass, stalk or threaten other users.
- Users are authorized to access only that information which is appropriate for use in an educational setting.
- Users shall maintain confidentiality of their login identifiers and passwords and shall use only their assigned login identifiers and passwords.

## 23. TELEPHONE USE

Personal cell phones usage should be limited to break/lunch times and emergencies unless authorized by Supervisor. Any excessive cell phone usage will be addressed directly.

## 24. FOUL LANGUAGE / UNPROFESSIONAL COMMUNICATION

No employee shall use obscene, profane or suggestive language or gestures towards another employee at any time. Additionally, professional language is required at all times, particularly around students.

## 25. STUDENT AND STAFF CONTACT

- Student contact will vary based on job description. All interactions shall be in line with our Vision to *Educate, Inspire and Empower* students.
- An employee's whose job does not generally involve student contact should limit conversation to only what is necessary to perform the employee's duties.
- No employee shall attempt to discipline or punish a student. The need for student discipline shall be reported to the teacher or campus administration for action.
- Employees are prohibited from engaging in inappropriate physical contact with students at all times.
- No employee shall interfere with any school staff member in the performance of his/her duties.
- Restrictions on employee contact and communication with students is further detailed in Board Policy DH (LOCAL), DH (EXHIBIT), and the G-PISD Employee Handbook.

## 26. EMPLOYEE RELATIONSHIPS

Immediate family members will be assigned to different campuses/departments when possible. One immediate family member shall not supervise another except in unavoidable circumstances.

## 27. SEXUAL HARASSMENT, DISCRIMINATION, RETALIATION

Employees are encouraged to report sexual harassment, discrimination or retaliation to a Supervisor. Please see G-PISD Employee Handbook as well as G-PISD Board Policy DIA (LOCAL) for more information.

# GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT OPERATIONS AND STUDENT SERVICES HANDBOOK 2022-2023

## **28. WEATHER DAYS / SCHOOL CLOSURE**

School closure due to unsafe or bad weather conditions are not paid days. Unless notified otherwise, employees are required to report to work even if students do not. If an employee is unable to report to work because of the weather condition, their absenteeism will be evaluated and a determination made as to the validity of the situation.

## **29. RULES OF CONDUCT**

In addition to the expectations for employee conduct set out in the G-PISD Employee Handbook, Board Policy DH (LOCAL) and DH (EXHIBIT), employees are expected to maintain a high degree of professionalism. The following is a non-exhaustive list of conduct which violates the expected standards of conduct.

- Firearms, knives or other weapons on school property. A knife can be carried as a “tool,” but must be of an appropriate size and configuration to be used as such. The knife must not be excessive in size and designed to be utilized as a weapon.
- Failure to maintain acceptable communication with immediate supervisor.
- Use or possession of illegal drugs, or attempt to take part in the sale of illegal drugs.
- Unauthorized use or removal of property belonging to the District, other employees, other theft in the workplace, etc.
- Insubordination or failure to carry out reasonable requests of supervisory personnel.
- Failure to maintain professional contact and communication with all G-PISD employees, students, and others.
- Unsatisfactory work performance - either deliberate or because of incapability.
- Spreading negative rumors or gossip about coworkers or others, or any other conduct that disrupts the work environment.
- Violation of health or safety rules.
- Physical altercations or unwanted physical contact with any person.
- Falsification of employment application or any other District records.
- Dishonesty or misrepresentation of facts to a supervisor or District administrator.
- Use of District resources or equipment for personal gain or benefit.

## **30. SEPARATION FROM EMPLOYMENT**

If an employee is terminated for any reason, an exit interview is required and must be completed by the employee. All District property, including identification badge, keys, uniforms, etc. must be returned or the employee's last pay check may be charged for the cost of the items. Exit interview forms are available through the department offices. Depending on the circumstances of an employee's separation from employment, the employee may be designated ineligible for rehire.

**GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT  
OPERATIONS AND STUDENT SERVICES HANDBOOK  
2022-2023**

**OPERATIONS AND STUDENT SERVICES EMPLOYEE  
HANDBOOK RECEIPT**

**Name (print):** \_\_\_\_\_

**Department:** \_\_\_\_\_

I hereby acknowledge receipt of the Gregory Portland ISD Operations and Student Services Employee Handbook. I agree to abide by the standards, policies, and procedures defined or referenced to in this document. I understand that this document is a general standard and is not all-inclusive. The information in this handbook is subject to change and I understand that changes in District Policies may supersede, modify, or render obsolete the information summarized in this booklet.

I accept responsibility for contacting my supervisor if I have questions, concerns, or need further explanation.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_